Email signature template

Pick any signature in this template and easily customize it with your own logo, photo, website & social profiles to create a professional-looking email signature. Follow the instructions to use the template:

**Step 1:** Edit the signature below with your information

* The C is the new logo for the CAHS, and connects to the CAHS LinkedIn Page and S is for the Syndemic Solutions Summit.
* The logos below can reflect your current grants. Feel free to add additional ones.

**Step 2:** Hover over the signature andclick to select all the elements in the signature.

**Step 3:** Select **Copy (Ctrl + C)**.

**Step 4:** To use it as a new signature, open Outlook and Select **File** >**Options**.

1. Select **Mail** >**Signatures**.
2. Select **New**, type a name, and select OK.
3. In the **Edit signature box**, paste your signature and select **Save**.

To set your new signature as default, select the drop-down box next to **New** **Messages** or **Replies/forwards** under **Choose default signature**, and pick your new signature.

EDITABLE Signature

|  |  |
| --- | --- |
|  | **Name (she/her/hers)**Title**Phone** 816.235.XXXX **Fax** 816.235.1701**Web** url **Email** @umkc.eduThe Collaborative to Advance Health Services2464 Charlotte St, Kansas City, MO 64108   /var/folders/3n/79d1g0yx0qg5qbx1vv4hsr1mfmx5m5/T/com.microsoft.Word/WebArchiveCopyPasteTempFiles/cid2d9d7e96-d9f8-439d-9cad-4bb9c5f6cefc  |